



**NEW SUBDIVISION
REGULATIONS** (FROM PAGE 3)

**TRANSPORTATION
PLANNING**
(FROM PAGE 6)

portation improvements. 5) Determine the feasibility of a public or private transit system for the Lockwood area.

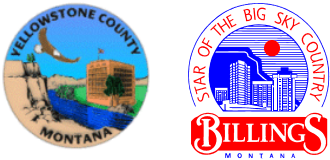
The study will be complete in the Spring of 2007. For more information please contact Scott Walker, Transportation Planner, (406) 247-8661.

tive design subdivisions known as Planned Neighborhood Developments and Cluster Developments, as well as procedures for amending plats or documents after preliminary approval, and an expedited review process available under certain circumstances. It is our hope that the new regulations will provide a more predictable, logical process for subdividing land in the City of Billings and Yellowstone County. The regulations can be found on the City Planning and County Planning websites, or may be purchased for \$10 a copy at the Planning Division. Please take some time to review the new documents and call us with any questions.



Planning & Community Services
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**PLANNING & COMMUNITY
SERVICES DEPARTMENT
2006 ANNUAL REPORT**



**SERVING BILLINGS, BROADVIEW &
YELLOWSTONE COUNTY**

DIRECTOR'S REPORT

In February, 2006, Director of Planning and Community Services Ramona Mattix returned to her husband's home country of Canada and accepted the position of Manager of Development Services for the Central Kootenay District in Nelson, B.C.. Her departure was the beginning of my tenure as Interim Director; a position I filled until being appointed Director in November, 2006. Surrounded by competent and supportive staff, I am confident that I can lead the Planning and Community Services Department into an era of great accomplishments, excellent customer service, and satisfying professional growth. While my responsibilities are numerous, the most daunting is being equally attentive to the public's needs, the County Commission and City Council, seven City and County Boards and Commissions, my staff, and, of course, my boss, City Administrator Tina Volek. Number one priority is to ensure the provision of efficient and cost effective customer service from the Building, Community Development, Code Enforcement and Planning Divisions. As you will read in this Annual Report, each Division has accomplished a considerable amount. The greatest task I have been assigned, and I readily embrace, is to conduct an internal and external review of the Building Permit process. This process will begin immediately. We will evaluate the current practices and examine ways to better prepare our Building Division staff to meet the challenges and needs of a rapidly growing community. Each Division is committed to a high standard of customer service and improving the quality of life for all residents. I am honored to be their new Director. Candi Beaudry, AICP



**NEIGHBORHOOD &
COMMUNITY PLANNING**

The Planning staff completed three neighborhood/community plans in 2005 and 2006 including the Town of Broadview's Population Study, the Billings Heights Neighborhood Plan and the Lockwood Community Plan.

The Town of Broadview requested the City-County Planning Department develop a population projection and potential for build out for Broadview; one with the railroad and with Broadview having an adequate water supply, and one projection with the railroad and Broadview having an inadequate supply of water. This document was presented and accepted by the Broadview Town Council in February of 2005.

The Billings Heights Neighborhood Plan was adopted by the Billings City Council in January, 2006 and the Yellowstone Board of County Commissioners in February, 2006. The Heights Plan includes background information, neighborhood issues and action strategies ad-

INSIDE THIS ISSUE:

	Page
PLANNING DIRECTOR'S REPORT	1
NEIGHBORHOOD PLANNING	1
BOARDS & COMMISSIONS	2
PLANNING BOARD PRESIDENT'S REPORT	2
CODE ENFORCEMENT	3
SUBDIVISION REGULATIONS ADOPTED	3
ZONING REGULATION AMENDMENTS	3
BUILDING DIVISION REPORT	3
WEBSITE UPDATES	3
COMMUNITY DEVELOPMENT REVIEW	4
ALTERNATE TRANSPORTATION NEWS	6
TRANSPORTATION PLANNING	6

2006 BOARDS AND COMMISSIONS

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Ed Workman, Vice-Chair
Thomas Grimm
James (Mike) Boyett
Leonard Dailey, Jr.

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Troy Boucher, Vice-Chair
Lynn McKinney
Daniel Eggen
Barbara Walborn
Brent Nelson
Paul Cox



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Jerry Musselman, Vice-Chair
Al Littler
Joan Hurdle
Dennis L. Cook

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John Swan
Connie Wardell
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Velma Pretty On Top
Warren Osik, Vice Chair
David Green
Armand Lohof
Bill DuBeau
Paul Whiting
Kevin Kooistra-Manning
Ann Kooistra-Manning
Staff
Lora Mattox

YELLOWSTONE COUNTY BOARD OF PLANNING

City Ward I	Bill Iverson
City Ward II	Alex Tommerup
City Ward III	Donna Forbes
City Ward IV	Carol Gibson
City Ward V	Fred Rogers
BOCC Dist. 1	Vacant
BOCC Dist. 2	Dennis Cook
BOCC Dist. 3	Vacant
BOCC Dist. 4	Vacant
BOCC Dist. 5	Teen Patterson
BOCC Dist. 6	Doug Clark
BOCC Dist. 7	Al Littler
YC Cons. District	Clinton McFarland
YC Supt. Schools	A.J. Micheletti
S.D. #2	Rich Whitney
Planning Dir.	Candi Beaudry
Planning Clerk	Tammy Deines

COMMUNITY DEVELOPMENT BOARD

Kathleen Gilluly
Paul DiLorenzo
Duane Loken
Jean Neyrinck
Emily Schaffer
Teri Pattyn
Kathleen Walters
Sandy Weiss



POLICY COORDINATING COMMITTEE

Commissioner John Ostlund, Chairperson
Mayor Ron Tussing
Donna Forbes
Bruce Barrett
Roger K. Scott
Scott Walker, Transportation Planner

PLANNING BOARD PRESIDENT'S REPORT

BY: DONNA FORBES, PRESIDENT

The Yellowstone County Planning Board represents both Yellowstone County and the City of Billings, with one representative from each of the five city wards and seven county districts. Additionally, a representative of the Yellowstone County Conservation District, the County Superintendent of Schools, and a representative of School District No. 2 make up the 15-member Board which was formed to administer planning to the jurisdiction. The Board meets on the second and fourth Tuesday of each month at 6:00 p.m. in the large conference room on the 4th floor of the Library.

Planning Board's primary role is subdivision plat review. Before the preliminary hearing, the Planning staff provides every board member detailed information about each subdivision that has been prepared with City or County departments and in cooperation with the developer. After the public hearing, which includes public comments, the Board makes a recommendation to the City Council or Board of County Commissioners for approval, conditional approval, or denial of the subdivision based on specific criteria. The Council or the County Commissioners can agree to, or disregard, the Planning Board's recommendations.

The County subdivision proposals that the Board reviews are frequently in close proximity to the City and in the future will likely be annexed into the City. A combined City/County board provides the opportunity to discuss issues and problems that affect or will affect in the

Continued on page 5.

TRAIL NEWS HIGHLIGHTS FOR 2006

(FROM PAGE 6)

In the early fall, construction began on the Stewart Park Trail located between Central and Monad, followed by construction of the Big Ditch Trail, Phase 1 from the Shiloh Underpass to Larchwood. A trail dedication and celebration was held on December 6th with a bike ride and recognition at both trails and light refreshments at the Big Ditch Trail. In addition to the contributions from BikeNet and Bikes Belong, Stacey Robinson of Land Design, Inc. donated the rock trail marker at Stewart Park and Kevin McGovern of CMG Construction and Dennis Dinardi of Fisher Sand and Gravel provided an additional 100 feet of trail at the Big Ditch Trail. A Recreational Trails Grant administered through Montana Fish, Wildlife and Parks for \$35,000 was also used for the Stewart Park Trail. The majority of the funding for the trail projects was through CTEP (Community Transportation Enhancement Program) which is administered through the Montana Department of Transportation. The local matching dollars for Stewart Park Trail were from the 1999 General Obligation (GO) Bond.

The Planning Department continues to review all new subdivisions for inclusion of trail corridors if it has been identified in the Heritage Trail Plan. Any trail dedications can be used as part of the required parkland dedication. During the 2006 CTEP process the bike/pedestrian underpass, under Main Street in the Heights, was approved through the City/County and Policy Coordinating Committee. It is now waiting for final approval from MDT.



New Developments are brining new designs to the City and County.



BUILDING DIVISION

(FROM PAGE 3)

homes and 76 new commercial structures. Twenty-two projects have a value in excess of one million dollars. Some of the larger projects include new motels, skilled nursing care units, and major additions to the hospital and parking garage. Besides building permits, the Division also issues permits and conducts inspections on plumbing, mechanical, and electrical installations.

The Building Division is required to keep commercial plans permanently, or for the "life of the structure". This year some of the older plans were placed on a CD for easier access and to enhance the existing storage of plans. If approval is received from the State of Montana, the Division will eventually place all older blueprints, and associated documentation, into this electronic format.

TRAIL NEWS HIGHLIGHTS FOR 2006

Early in the year, we updated and approved the revised Heritage Trail Plan with a Chapter 8 Addendum and a revised Proposed Trail Routes and Bikeway Map. These changes addressed concerns that were raised by the public.

In February, the City of Billings received a grant from Bikes Belong Coalition of \$5,000 for the Big Ditch Trail. BikeNet, a private, non-profit organization, also voted to give the Big Ditch Trail, Phase 1 a donation of \$21,000 to provide the matching dollars for a Community Transportation Enhancement Program (CTEP) grant. BikeNet raises funding for trails through their Ales for Trails event which is held the end of September each year. This year the event raised over \$30,000.

Continued on page 7.

NEIGHBORHOOD & COMMUNITY PLANNING (FROM PAGE 1)

dressings transportation, parks and recreation, public safety, land use, community facilities and neighborhood character, housing, schools and education, economic development, and infrastructure. In addition, residents developed a preferred future land use map. This map will help guide future development and changes within the neighborhood.

The Lockwood Community Plan was adopted by the Board of County Commissioners in August, 2006. The plan includes general and specific recommendations to protect and preserve the Lockwood Community's identity, unique character, and the quality of life of its residents by seeking improvements and making recommendations as to future planning and growth for Lockwood. Issues including transportation, education, land use and open space are addressed in the plan and are coupled with information to encourage sound decision-making and promote government and resident action to improve Lockwood.

In addition to these completed plans, staff is assisting the Highland Neighborhood (located in the area of the hospitals and MSU-B) with the development of a neighborhood plan. This plan is proposed to be complete by the beginning of 2007. Also, staff is assisting the North Park and South Side Neighborhoods with updating their existing neighborhood plans. Finally, staff is working to assist the Blue Creek Community in developing a Request for Proposals for a transportation study. Details of this study will be developed further this winter.



LOCKWOOD TRANSPORTATION STUDY

The Lockwood Community Plan has identified a need to conduct a transportation planning study. This study will evaluate the transportation system in Lockwood and provide ongoing assessment of the transportation network, identify transportation needs, and provide for community input. The study will include the following: 1) Assess overall Lockwood community transportation needs, include developing a definitive database for critical streets and roadways; 2) identify areas where there are traffic safety issues and; 3) locate pedestrian and bicycle corridors in the community. 4) Provide definitive traffic analysis to assist in the design and construction of future trans-

Continued on page 8.

COMMUNITY DEVELOPMENT (FROM PAGE 4)

Rehabilitation Program. (7) Processed and approved the affordable housing application for Southern Lights and committed available CHDO funding for the next four years. Completion of the Magic City Terrace project resulting in 85 units of affordable units for seniors. (8) Provided staff support and partnership to several organizations including: the Billings Partners for American Indian Homeownership; Rebuilding Together of Yellowstone County; the Affordable Housing Task Force; the Hispanic Development Outreach Committee; the Railroad Relocation Group; and the newly appointed Mayor's Committee on Homelessness. (9) Participated in South 27th Street redevelopment projects that resulted in the expansion of Deering Clinic, new offices for Mailing Technical Services, and renovation of the Food Bank Grocery for the offices of Northern Plains Resource Council. (10) Completed Risk Assessment certification for another CD staff person for lead-based paint; designed new vision and mission statements; secured donations for office environmental enhancement project.

CITY/COUNTY CODE ENFORCEMENT

The Code Enforcement Division had a productive and busy year. The Code Enforcement team fielded over 2,500 calls for service in the past year. Calls for service in City residential areas are fielded by Cal Meyer and Don Vegge. Complaints on commercial property in the City are handled by Nancy McCullough, and all complaints outside the City limits are handled by Colleen Schell-Berg. Doris Cole provides part-time administrative support and Nicole Cromwell is the team leader.

In 2006, the City completed two nuisance property abatements that helped restore neighborhood property values and protect

health and safety. Officers wrote 33 citations in 2005 and more than 40 citations in 2006. Most complaints are resolved without writing citations to property owners. A business at 1008 Broadwater was found in violation of open storage of salvage in October, 2006. This court ruling resolves a long running dispute with the business owner.

The Code Enforcement Team wishes all residents of Billings and Yellowstone County a happy holiday and a "junk-free" new year.



City/County Code Enforcement Team
Left to right: Colleen Schell-Berg,
Nancy McCullough, Nicole Cromwell,
Doris Cole, Cal Meyer & Don Vegge

NEW SUBDIVISION REGULATIONS ADOPTED

After more than two years of effort on the part of staff, a public advisory committee and interested members of the development community and public, the City Council and County Commissioners have adopted new subdivision regulations. The new regulations are a substantial overhaul of the old, as a result of 2005 legislative changes and a concerted effort to update and improve the regulations in affect since the 1970's. Some of the major changes in the new regulations include State-required review process updates, changes to development and design standards, and updates to parkland requirements. New to the regulations include provisions for alterna-

Continued on Page 8.

ZONING REGULATION AMENDMENTS

Over the past year, the City Council has considered 24 zone changes including four amendments to the regulations. Neighborhood Watch signs are now included as allowed signs in the City Sign Code and signs in the Medical Corridor district will help patients and visitors find their destinations. In July, the City adopted changes to the zoning regulations that will prevent over-building of garages in residential zones.

The City and the County, considered a proposed revision to the Sexually Oriented Business regu-

Continued on Page 5.

CITY BUILDING DIVISION

The Building Division is responsible for building code enforcement throughout the City of Billings. This includes plan review, inspection, and permit issuance of residential and commercial construction. Responsibility includes alterations, additions, and new development.

Through November, 2006, the Division has issued a total of 1,461 building permits at a valuation of \$182,700,000. Included are 355 new single family

Continued on page 7.

WEBSITE UPDATES

WHAT IS YOUR V.I.E.W.?

The Planning Division has revised and updated the website that is located at:

<http://ci.billings.mt.us/Government/planning/index.php>

Vision

Our vision is to use an information gathering process and incorporate internal and external customer input. The goal is to provide easy access to information that is orderly and attractive.

Continued on page 4.

COMMUNITY DEVELOPMENT

The Community Development Division has released its Top 10 list of accomplishments achieved in partnership with numerous local agencies for 2005-06 and they are as follows: (1) Provided assistance to 44 first-time homebuyers utilizing down payment assistance through Home Program and low interest financing through the Montana Board of Housing. (2) Provided funding for the rehabilitation of 45 owner-occupied housing units through the City's Housing Rehabilitation and Minor Home Repair Programs. (3) Wrote and was awarded the Fair Housing Initiatives Program (FHIP) grant (\$92,879) through a competitive process resulting in funding of fair housing activities for three local organizations with an interest in fair housing. (4) Supported neighborhood improvements resulting in the purchase and installation of a pool heater and covers for the South Side pool and re-allocation of funding for the Milton Road improvement project. (5) Completed Phase I and initiated Phase II of Kings Green Housing Development which will result in an additional 25 affordable single-family homes to Billings. (6) Provided funding to rehabilitate 4 rental units for lower income households through the Rental

Continued on page 6.

CODE ENFORCEMENT

(FROM PAGE 3)



WEBSITE UPDATES

(FROM PAGE 3)

Information

Several types of information are available including pages for all planning related Boards and Commissions with the corresponding links for agendas and minutes, policies and procedures, and applications, plans and supporting documents. A Community Calendar is available that displays reoccurring events. Hyperlinks are posted to access other City Departments and Divisions and the Yellowstone County Website pages for Interactive Mapping and the Property Tax Assessment.

Expectation

The expectation is to improve customer service, and increase time and cost savings for staff. Recent additions include a Current News and Events box that is updated weekly to post meetings, events and staff activities. New pages have been added to the transportation section for the Policy Coordinating Committee and the Transportation Advisory Committee. Future updates are scheduled for the subdivision section. We are working with our computer program support staff to develop a program that will provide "live information" to track applications. This page is projected to be completed in January, 2007.

What are you waiting for?

Your V.I.E.W. to your community is just a click away! Start by meeting our Staff here: <http://ci.billings.mt.us/Government/planning/staff/staff.htm>

Input and comments are appreciated and may be e-mailed to deinest@ci.billings.mt.us.

ZONING REPORT

(FROM PAGE 3)

lations in January 2006. The regulations were adopted for the County zoning jurisdiction but were not adopted in the City.

The County considered 14 zone changes including the adopted changes to the Sexually Oriented Business regulations.

The City approved a new Planned Development—Josephine Crossing—that is proposed as a traditional neighborhood design. At the close of 2006, Josephine Crossing is under construction.

HAPPY HOLIDAYS!



Oversized garages in residential zones no longer allowed

PLANNING BOARD PRESIDENT'S REPORT

(FROM PAGE 2)



future both the County and the City. The Board meetings are filled with thoughtful discussion as each member has grown in understanding the positive impact of planned growth.

Between January and December of 2006, the Planning Board conducted hearings on 9 major preliminary plats in the City and 6 major preliminary plats in the County. In addition, the staff processed 48 pre-applications, 12 minor preliminary plats in the City and 13 minor preliminary plats in the County. All of this subdivision work has placed 438 lots in the marketplace on the City and 250 lots in the County.

During 2006, the Planning Board: (1) Worked with the Planning staff on the revision of both the County and the City Subdivision Regulations, which were approved by the respective governing bodies. (2) Reviewed the Westend Floodplain assessment study. (3) Reviewed and recommended to the Policy Coordinating Committee (PCC) the Transportation Improvement Program (TIP) timetable for construction projects. Funding for three Community Transportation Enhancement Program (CTEP) projects were approved and the selections sent to the PCC. NOTE: The PCC is the decision-making authority of the Metropolitan Planning Organization (MPO) for Yellowstone County, which is a designation assigned by the Governor of Montana. The PCC is made up of the Chair of the County Commissioners, the Mayor, the District Administrator of the MDT, and the President of the Planning Board, and meets monthly. (4) Reviewed the Planning Division Work Program. (5) Monitored the Heritage Trail plans as an important amenity in Billings and Yellowstone County. (6) Reviewed the Inner Belt Loop study. (7) Reviewed and recommended to the Billings City Council and the Yellowstone County Commissioners adoption of the Heights Neighborhood Plan and the Lockwood Community Plan. Both were adopted. In creating these plans, the Planning staff worked closely with involved citizens to look for solutions to community problems and issues, providing an important opportunity for public participation.

In late November, Interim Planning Director Candi Beaudry was appointed Director of Planning and Community Services for Billings and Yellowstone County. Her professionalism and commitment, as well as that of her excellent staff, has provided important in-depth planning to the entire county and city. The Planning Board's own commitment is exemplary in its attendance at bi-monthly meetings, critical review of detailed materials, and careful questions about issues that will affect the future of this city and county.